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1974

AGREEMENT BETWEEN

MONMOUTH COUNTY LIBRARY
AND
LOCAL #2514, AMERICAN FEDERATION
OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES

AFL-CIO

PREAMBLE

This agreement is entered into this 2nd day
of July 1974 by and between the Monmouth County Library,
Monmouth County, New Jersey, hereinafter called the "Library" and
Local #2514 of the American Federation of State, County and
Municipal Employees, AFL-CIO, hereinafter called the "Union."

The County endorses the practices and procedures of
Collective Bargaining as a fair and orderly way of conducting its
relations with its employees insofar as such practices and procedures
are appropriate to the function and obligations of the Library,
acting through the Library Director, to retain the right effectively
to operate in a responsible and efficient manner and are consonant
with the paramount interests of the Library.

The parties recognize that this Agreement is not intended
to modify any of the discretionary authority vested in the Library
by the Statutes of the State of New Jersey. It is the intention of
this agreement to provide where not otherwise mandated by statutes
or ordinances, for the salary structure, fringe benefits and employ-
ment conditions of the employees covered by this Agreement, to
prevent interruptions of work

and interferences with efficient operations of the Library, and provide orderly and prompt method for handling and processing grievances.

ARTICLE I

RECOGNITION

The Library recognizes the Union as the exclusive representative for the purpose of establishing salaries, wages, hours and conditions of employment for all its employees in the classifications listed under Appendix "A" attached hereto, excluding Director, Assistant Director, Supervising Librarian and Junior Library Clerks (Pages) and for additional classifications as the parties may later agree to include.

ARTICLE II

UNION SECURITY

The Library agrees to deduct the regular monthly Union dues of such employees from his pay and remit such deductions by the fifteenth (15th) day of the succeeding month to the official designator by the Union in writing to receive such deductions. The Union will notify the Library in writing at least 30 days in advance of any change in dues' structure.

The Union agrees to indemnify and hold the Library harmless against any and all claims, suits, orders or judgments brought or issued against the Library as a result of any action taken or not taken by the Library under the provisions of the Article.

ARTICLE III

HOURS OF WORK

3.1 The nature of public library operation requires that the County Library be open to serve the public, evenings and Saturdays. The hours from 9:00 A.M. to 9:00 P.M., Mondays through Friday and 9:00 A.M. to 5:00 P.M. Saturdays are considered normal working hours by the profession and are to be so regarded by the Library and the Union.

3.2 The standard straight time work week is 40 hours. Those employees who work 32.5 hours per week shall continue to do so. Employees who are scheduled to work on Saturdays shall receive compensatory time off. No employee shall be required to work more than every third Saturday, except in cases of emergency, as defined by the Library Director.

3.3 Employees who work holidays will receive compensatory time off or pay at the rate of time and one-half at their option. Employees who work Sundays will be paid at the rate of one and one-half times their regular salary. The regulation for compensatory time will conform to those detailed in the Library Policies and Procedures Manual. G.R.

ARTICLE IV

OTHER COMPENSATION

4.1 Employees who use their own car to attend meetings as authorized representatives of the Library shall receive mileage at the rate of 12¢ per mile from the Headquarters Library to the meeting and return. The Library will pay necessary tolls, parking fee, registration fees and luncheon.

4.2 Attendance at the N.J.L.A. meetings and compensation for same is governed by the regulations in the Library Policies and Procedures Manual.

ARTICLE V

EQUITABLE CLASSIFICATION
AND
SALARY ASSIGNMENT

5.1 No person shall be appointed or employed under any title not appropriate to the duties performed nor assigned to perform duties other than those properly pertaining to the position which he legally holds. The Library will attach copies of all job descriptions to the Agreement; (Civil Service Job Description). *G.P.*

5.2 An employee may, however, perform work out of title classification for a reasonable period of time ten (10) consecutive work days without a change in salary.

ARTICLE VI

PAY SCALES
AND
REMUNERATION

6.1 All employees covered by this Agreement shall receive in addition to their hourly rate of pay a salary increase consisting of the addition of an increment (5% of the base of each range) plus 5.5% retroactive to January 1, 1974.

6.2 The Union will be informed of any merit increases during the life of the Agreement.

ARTICLE VII
PROMOTION POLICY

7.1 To provide incentive for advancement within the job titles as well as incentive for promotion to higher job titles, the Library shall encourage employees to take part in appropriate in-service training. Time spent in attendance of in-service training shall be considered part of the work schedule.

7.2 The Library will circulate a memo listing job vacancies as they occur.

7.3 If the Library Director requests an employee to take courses applicable to his job for the purposes of advancement or promotion, he shall be reimbursed at the rate of \$25.00 per course, payment made upon completion of course and certification of having passed course.

7.4 When a unit employee is promoted to a higher title he shall receive one increment (5% of the minimum of the higher range) in the new salary range of that title. If the increment does not place the employee at the minimum of the new range, he shall be placed at the minimum of the new range.

ARTICLE VIII
SENIORITY LISTS

A seniority list shall be presented to the Union upon reasonable request.

ARTICLE IX
SAFETY & HEALTH

9.1 All full-time employees shall be granted a one (1) hour lunch schedule per day.

9.2 First Aid Kits shall be made available to all branches.

9.3 The Safety Director and Fire Marshall will prepare in detail a handbook for procedure in case of fire or emergency.

9.4 The Safety Director and Fire Marshall and the Union Safety Committee shall meet periodically with the Library heads and discuss and implement suggested safety conditions.

ARTICLE X

PAID HOLIDAYS

The paid holidays entitled per year for employees include the following days:

New Years Day

Lincoln's Birthday

Washington's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

General Election Day

Veteran's Day

Thanksgiving Day

Christmas Day

Any other holiday granted to other County Employees by Resolution of the Board of Chosen Freeholders, the Governor of New Jersey or the

President of the United States, shall also be granted.

ARTICLE XI

VACATIONS

11.1 Employees shall be entitled to earned vacation allotments upon satisfactory completion of six (6) months service.

As set forth in the Personnel Handbook, non-professionals earn a minimum annual vacation of twelve (12) days, with an increase to fifteen (15) days after ten (10) years service, and to twenty (20) days after twenty (20) years service. Vacation time is pro-rated during the first year of service at the rate of one (1) day per month. Non-professionals may use up to three (3) days annually of earned compensatory time to extend the vacation allotment, as authorized in the Library Policies and Procedures Manual.

11.2 Professional staff shall be granted a twenty (20) working day paid vacation annually. For the first year of service vacation time is earned at the rate of 1-2/3 days per month.

Compensatory time may not be used as part of the vacation allotment.

11.3 All vacation allotment must be taken during the current working year unless postponement was made at the request of the Library. Vacation not used in the current year will be lost to the employee unless such postponement receives Library authorization.

11.4 If a holiday should fall while the employee is on vacation, one (1) day for each holiday shall be granted in addition to vacation time to employee involved.

ARTICLE XII

PERSONAL LEAVE

All employees shall be granted three (3) personal days per year non-cumulative.

12.1 Requests for leave shall be made in writing (5) five days in advance and approved in advance. Forms are available from your Department Head.

12.2 Leaves must be used within the calendar year and shall not be cumulative from year to year.

12.3 Personal leave shall not be granted at the beginning or end of a vacation, paid holiday, except in cases of emergency.

ARTICLE XIII

SICK LEAVE

13.1 Sick leave shall be granted to employees as set forth in the Personnel Handbook. All unused sick days shall be accumulated year to year.

13.2 Maternity leave shall be granted on request to an employee renewable according to Civil Service Rules.

ARTICLE XIV

UNION RIGHTS

14.1 Employees who are selected as delegates to attend Union

conventions and conferences shall be granted three (3) aggregate days per year, without loss of pay.

14.2 Employees selected to negotiate contracts shall be permitted to do so on Library time without loss of pay. Attempt will be made to select no more than (1) employee from any Department. In any case, Library staff shall remain at an acceptable level.

14.3 Representatives of the Union who are not employees of the Library shall be granted visitation rights to the Library for the purpose of consulting with an employee who has a grievance, investigating a grievance, and representing an employee at a grievance hearing. Notification of such access, shall be requested in writing 24 hours in advance through the Assistant Director or Director's Office.

ARTICLE XV

GRIEVANCE PROCEDURE

The term grievance shall mean any dispute between the Library and the Union or between the Library and any employee or group of employees within the bargaining units concerning the meaning and application and the alleged violation of the expressed written provisions of this collective negotiation agreement or any inequitable application of the Library's rules, regulations, procedures and policies which have an adverse effect on an employee, group of employees or all employees in the bargaining unit. The term grievance shall also include the discipline of an employee or group of

employees.

Such grievances will be handled according to the following procedure:

Step 1

Confronted with a problem, the grieving employee, with or without his steward, should consult his immediate supervisor about his complaint. This consultation on an informal basis may prove efficacious; for, in most instances, it is the immediate supervisor who has issued the decision being grieved by the employee. The immediate supervisor shall respond within three (3) work days to the aggrieved employee. If the employee has not appealed the decision within three (3) work days, the grievance will be considered settled. Under Step I, the grievance need not be presented in writing and no third party will be brought into the matter.

Step 2

If the issue in dispute has not been satisfactorily resolved by the employee's consultation with his immediate supervisor, the grieving employee then, in cooperation with his Union Shop Steward or Union Representative, may refer his problem, in writing, to his first-line supervisor's superior.

The response to the grievance should be forthcoming in writing within two (2) work days to the grieving employee.

Step 3

The grievance shall be deemed satisfactorily resolved under Step 2 unless within three (3) work days after the decision in Step 2 has been rendered, the aggrieved employee submits in writing an appeal to the Library

Administration addressed to the Director and the Assistant Director with a copy to each. The Administration shall conduct a hearing within three (3) days after the receipt of the appeal. At this hearing the aggrieved employee will appear with such representative as the Union may designate. The Administration will render a written decision within five (5) work days after the conclusion of the hearing.

Step 4

The grievance shall be deemed satisfactorily resolved under Step 3 unless within three (3) work days after the decision in Step 3 has been rendered, the aggrieved employee submits in writing an appeal to the Library Board of Commissioners through the Director. The Board or a Committee thereof shall conduct a hearing within five (5) work days after the receipt of the appeal. At this hearing the aggrieved employee will appear with such representatives as the Union may designate. The Board will render a written decision within five (5) work days after the conclusion of the hearing.

Step 5

If the grievance involves a violation of terms of this Agreement, the Union has the right to request grievance arbitration before a neutral third party arbitrator to be jointly selected by the Library and the Union. If the parties fail to agree, then an arbitrator will be selected according to the rules and regulations of PERC. The arbitrator's decision will be final and binding.

If the grievance involves a Civil Service question, under Title XI of the New Jersey State Statutes, the matter will be taken to the

Department of Civil Service for decision.

The cost of the fees and expenses for having a grievance arbitrated shall be shared equally by the Union and the Library. It is agreed that any arbitrator appointed pursuant to this Agreement may not in any way alter the provisions of this Agreement. Furthermore, the right to request arbitration shall be limited to the parties to this Agreement.

General Provisions

A grievance must be initiated within five (5) work days after the event giving rise to the grievance. This and other time limitations stated in this Agreement are of the essence. Under special circumstances, however, the parties to this Agreement, by mutual consent, may extend the time limits, at least three (3) days notice be given in advance of hearing.

Grievances Involving Suspensions or Discharges

In all cases of suspension and dismissal, the Library shall notify the Union of such action in no less than three (3) days. Such action shall be subject to "Grievance Procedure".

Any employee who has completed his probationary period and who is suspended or discharged may file a grievance concerning same. Such a grievance shall be submitted by the Union to the Department Head within two (2) working days. The Department Head, or his representative, shall discuss the grievance within two (2) working days with the employee and the Union Steward or the Union Representative at a time mutually agreeable

to the parties. If no settlement is reached at this meeting, the employee retains his right to appeal to the Civil Service Commission under the statutory procedure governing such appeals. In cases of demotion, suspension and other disciplinary action, discipline shall be administered for just cause.

ARTICLE XVI

ASSIGNMENTS - TRANSFERS - SENIORITY

Seniority is defined as an employee's total length of service with the Library beginning with ^{his} ^{LAST} ~~this~~ late date of hire. *g.e.*

Where ability to perform work and physical fitness are equal as determined by the Library Director, seniority shall be given preference only in promotions, demotions, layoff, recall, vacation schedules.

The Library shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, classification and pay rate and shall furnish copies of same to the Union upon reasonable request.

Each employee shall be considered as a probationary employee for his first ninety (90) days of continuous service, after which his seniority shall date back to his date of hire. There shall be no seniority among probationary employees and they may be laid off, discharged, or otherwise terminated at the sole discretion of the Library.

ARTICLE XVII

MILEAGE BENEFITS

17.1 Employees who use their automobiles on Library business shall be reimbursed at the rate of twelve (12) cents

per mile for the first 1,000 miles for the contract year. Employees shall receive 14¢ per mile for all miles in excess of 1,000 miles for the contract year.

ARTICLE XVIII

EQUAL TREATMENT

The employer agrees that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, political affiliation, union membership or union activities.

The Library and the Union agree not to interfere with the right of employees to become or not to become members of the Union and further that there shall be no discrimination or coercion against any employee because of Union membership or non-membership.

ARTICLE XIX

MISCELLANEOUS

19.1 The Library agrees to provide the Union with a Bulletin Board at the Headquarters and Eastern Branch Libraries for the posting of notices of Union meetings, Union elections, Union election returns, Union appointments to office and Union recreational and social affairs. All other notices shall first be presented to the Library Director before posting, for his approval.

19.2 The Library shall make copies of this Agreement available to all stewards and officers.

19.3 The Library will appoint a supervisor and supervisor-designate to the Eastern Branch and Headquarters Libraries and extensions.

19.4 The Library shall submit a list of all its employees to the Union, with their addresses and their respective supervisors and supervisors-designate.

19.5 Employees shall have access to their personal files at all times. Employees shall be shown any material that is placed in their file. Employees shall have the right to file a grievance regarding any material placed in their file with which they do not agree.

ARTICLE XX

MANAGEMENT RIGHTS

It is recognized that the Library has and will continue to retain the rights and responsibilities to direct the affairs of the Library in all its various aspects. Among the rights retained by the Library are its rights to direct the working forces, to plan, direct and control all the operations and services of the Library, to determine the methods, means, organization and personnel by which such operations and services are to be conducted; to contract for and sub-contract out services; to relieve employees due to lack of work or for other legitimate reasons; to make and enforce reasonable rules and regulations (such rules shall be equitably applied and enforced); to change or eliminate existing methods, equipment or facilities; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement and that a grievance may be filed by the Union alleging such ^{CONFLICT} conduct. *p.e.*

ARTICLE XXI

STRIKES AND LOCKOUTS

In addition to any other restriction under the law, the Union and its members will not cause a strike or work stoppage of

any kind, nor will any employees take part in a strike, intentionally slow down in the rate of work, or in any manner cause interference with or stoppage of the employer's work. The employer shall follow the grievance procedure for which provision is made herein and the employer shall not cause any lockouts.

ARTICLE XXII

SAVINGS CLAUSE

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority or court of competent jurisdiction to be unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement, the parties agree immediately to negotiate a substitute for the invalidated portion thereof.

ARTICLE XXIII

DURATION OF AGREEMENT

The provisions of this Agreement shall take effect on January 1, 1974 and shall continue in full force and effect up to and including midnight of the 31st day of December, 1974. Notice by either party to extend, revise or abrogate this Agreement must be made to the other party in writing not earlier than ninety (90) days prior to the thirty-first (31st) day of December, 1974, not later than sixty (60) days prior to the aforementioned date.

If such notification is made by either party to this contract, the parties agree to enter into discussion within the sixty (60) day period for the purpose of consultation to determine under what circumstances this contract may undergo revision or amendment instead of termination.

In witness whereof, the parties hereto have hereunto set their hands and seals this 22^d day of July 1974.

For the Monmouth County Library:

Earle W. Hendrickson

For the Union:

Gloria L. Powell

Joan A. Seber
JOAN A. SEBER
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Jan. 28, 1979

LIBRARY SALARY RANGES

<u>TITLE</u>	<u>1974 RANGE</u>
Jr. Library Assistant - 40 hrs.	4,893 - 6,361
Jr. Library Assistant - 32-1/2 hrs.	3,987 - 5,186
Sr. Library Assistant - 40 hrs.	6,063 - 7,891
Sr. Library Assistant - 32-1/2 hrs.	4,927 - 6,409
Supvr. Library Assistant - 40 hrs.	7,976 - 10,370
Jr. Librarian - 40 hrs.	8,742 - 11,365
Sr. Librarian - 40 hrs.	9,526 - 12,386
Principal Librarian - 40 hrs.	10,482 - 13,624
Supvr. Librarian - 40 hrs.	11,406 - 14,825
Pr. Library Exhibit Artist - 40 hrs.	7,976 - 10,366
Library Clerk Driver - 40 hrs.	6,828 - 8,874
Library Clerk Driver - 32-1/2 hrs.	5,779 - 7,506
Library Clerk Driver and Mechanical Repairer - 40 hrs.	7,819 - 10,036
Library Exhibit Artist	5,774 - 7,508
Supervising Community Library Asst.	6,063 - 7,891
Key Punch Machine Operator	5,237 - 6,809
Clerk Typist	4,309 - 5,599
Senior Clerk Typist	4,988 - 6,482
Senior Clerk Stenographer	5,398 - 6,892
Senior Clerk Bookkeeper	4,988 - 6,482
Junior Librarian P/T	3.79 hr.
Library Trainee	3.10 - 3.57 hr.

SENIOR LIBRARY ASSISTANT

DEFINITION: Under direction, performs responsible and varied library clerical tasks of limited complexity requiring knowledge of related functions and/or takes the lead in a very small library clerical unit; does related work as required.

EXAMPLES OF WORK: Reviews and checks cards and other materials for correctness; answers non-routine and routine inquiries of a limited complexity and which do not require the services of a professional librarian; when so directed, receives, reviews and adjusts complaints; assists with the training of new library clerical employees; organizes assigned clerical work and develops effective work methods; assists in preparing reports; when so directed, gives suitable assignments to assigned employees; composes replies to routine correspondence; occasionally supervises a designated phase of the clerical activity of the unit; fills in and checks form letters, circulars, and forms as directed; looks up needed information; refers errors and irregularities to superiors; personally performs some complex non-professional tasks, including the sorting, filing, and correction of cards, the searching of catalogs, the verification of book cards and the checking of book orders; assists readers in making effective use of the library resources; registers new borrowers; handles overdue and reserve books; collects and records fines for overdue books; selects and processes clippings and pictures; prepares periodicals for the bindery; when so directed, maintains, indexes and cross references records and files.

REQUIREMENTS:

1. Graduation from High School or Vocational High School, or possession of an approved High School Equivalent Certificate, and two years of experience in library clerical work

or

Graduation from a four year course at a college of recognized standing.

2. Considerable knowledge of library clerical practices.
3. Ability to comprehend established library routine and rules and regulations of a limited complexity, and to maintain suitable records and files.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

SUPERVISING LIBRARY ASSISTANT

DEFINITION: Under direction, performs highly responsible and varied library clerical tasks and supervises the work of library clerical employees; does related work as required.

EXAMPLES OF WORK: When the work program has been established, organizes assigned work and develops effective work methods; handles special requests for information in accordance with prescribed library rules and regulations; relieves professional librarians of clerical details; interviews and transacts routine business with persons who may call at the library; assists in the planning and, when so required, in the revision of library clerical procedures; compiles statistical and other data; receives, reviews and adjusts complaints; answers inquiries which do not require the services of a professional librarian; compiles data for budgets and reports; handles routine correspondence; gives suitable assignments and instructions to assigned library clerical employees and supervises the performance of their work; personally performs many complex non-professional library tasks, including the sorting, filing, and correction of cards, the searching of catalogs, the verification of book cards and the checking of book orders; assists readers in making effective use of the library resources; sees that books, periodicals, documents and other library materials are collected to fill requests; assists with the work involved in arranging special collections and exhibits; maintains, indexes and cross references records and files.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate.
2. Four years of experience in library clerical work, including some supervisory experience.
3. Wide knowledge of library clerical practices.
4. Ability to comprehend established library routines and rules and regulations of complexity; to organize assigned work and develop effective work methods; to give suitable assignments and instructions to individuals and groups, and to supervise the maintenance of suitable records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

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JUNIOR LIBRARIAN

DEFINITION: Under direction, in a unit of the library service, performs routine and repetitive professional library tasks; does related work as required.

EXAMPLES OF WORK: Assists library patrons in making effective use of the facilities and resources of the library, including the card catalog and reference sources and materials; performs non-complex descriptive and subject cataloging of books and other library materials; prepares reading lists and bibliographies; advises teachers and parents on the choice of reading matter for children; tells and/or reads stories to children; recommends the purchase of books, prepares book exhibits; takes book inventories periodically; may supervise library assistants and clerical employees; prepares reports; refers errors and irregularities to superior professional librarians; maintains established records and files.

REQUIREMENTS:

1. Applicants must possess a professional Librarian's certificate issued by the New Jersey Department of Education in accordance with New Jersey revised statutes 45:8A-3. *
2. Some knowledge of modern library organization, procedures, aims and services.
3. Ability to work harmoniously with associates and with library patrons.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

* Certificate requirement is optional for jurisdictions under 10,000 population.

SENIOR LIBRARIAN

DEFINITION: Under direction, in a unit of the library service performs responsible and varied professional library tasks requiring knowledge of related functions and/or takes the lead in a relatively small library unit; does related work as required.

EXAMPLES OF WORK: Prepares, reviews, checks and certifies reports and other documents for correctness; answers non-routine and routine inquiries of a limited complexity; may receive, review and adjust complaints; assists with the training of new employees; organizes assigned work and develop effective work methods; may give suitable assignments to employees; composes replies to correspondence; assists library patrons in making effective use of the facilities and resources of the library, including the card catalog and reference sources and materials; prepares reading lists and bibliographies; advises teachers and parents on the choice of reading matter for children; recommends the purchase of library materials; prepares book exhibits; supervises library assistants and clerical employees; establishes and maintains cooperative working relationships with community organizations; if assigned to a children's unit, utilizes library facilities in a program of service attractive to children; if assigned to a reference unit, searches library materials to answer reference questions; if assigned to cataloging unit, classifies and catalogs printed and non-book materials; if assigned to any specialized library unit, utilizes library facilities in a program of service commensurate with the aim and purpose of the unit; prepares reports; when so directed, maintains, classifies, indexes and cross references records and files.

REQUIREMENTS:

1. Applicants must possess a professional Librarian's certificate issued by the New Jersey Department of Education in accordance with New Jersey Revised Statutes 45:8A-3*.

2. Two years of professional library experience, and, if applicable, part of which shall have been in a specialized field as may be required.

3. Considerable knowledge of modern library organization, procedures, aims and services.

4. Ability to analyze, comprehend and interpret the organization, problems, procedures, and policies of a library, and to give suitable assignments and instructions to individuals and groups.

5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

* Certificate requirement is optional for jurisdictions under 10,000 population.

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PRINCIPAL LIBRARIAN

DEFINITION: Under direction, in a unit of the library service, performs highly responsible and varied professional library tasks requiring thorough knowledge of relevant rules and regulations and the frequent exercise of independent judgment and/or has charge of a small library unit; does related work as required.

EXAMPLES OF WORK: Organizes assigned work and develops effective work methods; reviews, checks and certifies reports, applications and other documents for correctness where difficult determinations are concerned; handles special requests for information; relieves the supervisory officer of details; assists in the planning, and when so required, in the revision of library procedures and services; receives, reviews and adjusts complaints; prepares requisitions; answers inquiries; if in charge of a library unit, guides instructs and assigns tasks, participates in and is responsible for the work of the staff, and makes recommendations for transfers, dismissals and other personnel transactions; compiles data for budgets and reports; handles correspondence; assists library patrons in making effective use of the facilities and resources of the library; recommends the purchase of library materials; establishes and maintains cooperative working relationships with community organizations; if assigned to any specialized library unit, utilizes library facilities in a program of service commensurate with the aim and purpose of the unit; reviews the effectiveness of library procedures; develops and utilizes special collections of books and other library materials; gives talks concerning library facilities problems; represents the library at professional and other meetings and conferences; maintains, classifies, indexes and cross references records and files.

REQUIREMENTS:

1. Applicants must possess a professional Librarian's certificate issued by the New Jersey Department of Education in accordance with New Jersey Revised Statutes 45:8A-3. *
2. Three years of professional library experience, and if applicable, at least one of which shall have been in the specialized field for which the vacancy exists.
3. Wide knowledge of modern library organization, procedures, aims and services.
4. Ability to analyze, comprehend, and interpret the organization, problems, procedures and policies of a library; to give suitable assignments and instructions to individuals and groups, and to assist in the planning and revision of library procedures and services.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

* Certificate requirement is optional for jurisdictions under 10,000 population.

DEFINITION: Under direction, in a relatively large library, performs highly responsible and varied professional library tasks requiring thorough knowledge of relevant rules and regulations and the frequent exercise of independent judgment, and continually supervises the work of professional librarians and other library employees; does related work as required.

EXAMPLES OF WORK: Under the immediate direction of the Library Director and/or Assistant Library Director, organizes library service programs requiring thorough knowledge of library aims and services; supervises a suitable program of library service in a unit of the library; makes recommendations for transfers, dismissals and other personnel transactions; plans and conducts staff meetings; acts as consultant and advisor on professional library problems; develops and carries out a suitable program of public relations designed to arouse interest in the objectives, services and programs of the library; receives, reviews and adjusts complaints; prepares requisitions; answers inquiries; handles special requests for information; guides, instructs and assigns tasks to subordinate employees; recommends the purchase of books; establishes and maintains cooperative work relationships with community organizations; if assigned to any specialized library unit, utilizes library facilities in a program of service commensurate with the aim and purpose of the unit; supervises the preparation of special collections of books and other library materials, represents the library at professional and other meetings and conferences; prepares reports; supervises and performs the work involved in the maintenance of records and files.

REQUIREMENTS:

1. Applicants must possess a professional Librarian's certificate issued by the New Jersey Department of Education in accordance with New Jersey Revised Statutes 45:8A-3*.
 2. Four years of professional library experience and, if applicable, at least one of which shall have been in the specialized field for which the vacancy exists.
 3. Thorough knowledge of modern library organization, procedures, aims and services.
 4. Ability to plan and organize library service programs and to supervise the work of professional librarians and other library employees.
 5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.
- * Certificate requirement is optional for jurisdictions under 10,000 population.

LIBRARY CLERK DRIVER

DEFINITION: Under direction in a library, drives and services a bookmobile, trailer, light truck, and/or other motorized vehicle and performs varied clerical and other duties; does related work as required.

EXAMPLES OF WORK: Drives a bookmobile, light truck or other motorized vehicle and makes pick-ups and delivers books, periodicals and other library materials; loads and unloads the vehicle, sees that the bookmobile or other vehicle is properly serviced and that it is kept in good repair, including checking the battery, oil, water, and gasoline; washes and makes minor repairs to the bookmobile and/or vehicle when so required; registers borrowers and charges and discharges books; performs library clerical routines as assigned; packs collections of books and other library materials for delivery; shelves books and other library materials; processes new books; mends books and periodicals which are in need of repair.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate, or any equivalency in education and experience.
2. Possession of a valid driver's license issued by the State of New Jersey.
3. Some knowledge of the problems encountered in loading, unloading, driving and servicing a bookmobile or other motorized vehicle; of clerical procedures; of the methods of packing books and other library materials for shipment; of the problems likely to be encountered in doing clerical and other work in a library; of the traffic regulations and geography of the areas served by the particular library; and of the maintenance of simple records.
4. Ability to understand, remember, and carry out oral and written directions; to learn quickly from oral and written directions and from demonstrations; to organize assigned clerical and other work and develop effective work methods; to take pains in performing clerical and record-keeping work, some of which may be performed in the field; to load, unload, drive and service the bookmobile or other motorized vehicle; to pack books and other library materials for shipment, and to work harmoniously with associates, superior officers, and with child and adult patrons of the library.
5. Good health and freedom from disabling physical and mental defects.

LIBRARY EXHIBIT ARTIST

DEFINITION: Under direction, in a library, does the work involved in planning and preparing library exhibits; does related work as required,

EXAMPLES OF WORK: When the exhibit program of the library has been established and approved, organizes assigned work and develops effective work methods; plans library exhibits taking into consideration the particular objectives of the project and available equipment, materials, supplies and funds; assembles the materials required and arranges the exhibit in suitable form; plans letters and paints signs and posters; selects and mounts pictures, maps, documents, and lists and chooses books and other library materials for exhibit; selects the proper stock and cuts mats; designs, cuts and prints linoleum cuts; when the library staff includes a printer, selects type faces and confers with the printer concerning layouts; designs and constructs shelves, brackets, frames, screens and other special equipment as may be required; designs and cuts wooden letters and figures; cuts glass for picture frames; makes frames of varied types; selects and makes use of varied types of moldings and lattices; designs and constructs models using wood, metal, paper and other art materials; packs and ships exhibits; sees that exhibits are properly transported; labels and prepares exhibits for storage; checks and repairs old and/or damaged exhibits; collects materials for and prepares folders of art materials for reference; sees that the library posters are kept in good repair; prepares and keeps up to date the official library scrapbook; prepares requisitions for needed equipment, materials, and supplies; confers with the professional librarians concerning their particular exhibit and visual aid problems and programs; prepares progress and other reports; establishes and maintenance suitable records and files.

REQUIREMENTS:

1. Formal education, or other education or training, showing attainment of the level represented by graduation from high school, including or supplemented by courses in art, commercial art, design and display work.
2. One year of successful experience in commercial or other art work.
3. Some knowledge of the objectives, procedures and limitations of a public library art program, of the principles, procedures, methods and materials of commercial art and display advertising, of the utilization of available equipment, materials and supplies in a program of library display and exhibit designed to encourage adult and child patrons of the library in good reading habits, in the selection of good books and in intellectual development, of the materials, procedures, and tools used in making block prints, linoleum blocks, posters, signs, and models, of the selection of suitable material for and the arrangement of materials in effective displays and exhibits, of the potentialities of simple materials and limited space for effective art use, of the likes and dislikes of varied age groups as far as art displays are concerned, of the care and repair of posters, exhibits and other art materials, of the selection and preservation of art materials, and of the establishment and maintenance of suitable records and files.

SUPERVISING COMMUNITY LIBRARY ASSISTANT

DEFINITION: Under direction, performs highly responsible and varied clerical tasks involved in servicing library needs to persons residing in low income communities; supervises the work of library clerical employees; does related work as required.

EXAMPLES OF WORK: Organizes and developes effective work methods and assigns work to subordinates; offers and meets library service needs to disadvantaged communities; handles special requests for information in accordance with prescribed library rules and regulations; supervises activities of a bookmobile and other services to disadvantaged communities; publicizes services to the disadvantaged communities; receives reviews and adjusts complaints; assists in the selection of materials offered to disadvantaged communities; performs complex non-professional library tasks, including the sorting, filing and correction of cards; sees that books, periodicals, documents and other library materials are collected to fill requests; assists with the work involved in arranging special collections and exhibits; maintains necessary records and files.

REQUIREMENTS:

1. Ability to read, write, speak and understand English sufficiently to perform the duties of this postion.
2. Two years of experience in furnishing disadvantaged communities with library services.
3. Considerable knowledge of library clerical practices.
4. Ability to comprehend established library rules and regulations; to organize assigned work and develop effective work methods; to relate to disadvantaged individuals and groups; to select materials of interest to residents of low income communities; to maintain suitable records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

KEY PUNCH MACHINE OPERATOR

DEFINITION: Under close supervision, operates electrically actuated key punch machines with numerical and alphabetical keyboards, verifiers and other related equipment; does related work as required.

EXAMPLES OF WORK: Usually as one of a group, punches cards used for accounting, statistical, payroll and other purposes; operates verifying machines; codes the data from which cards are to be punched using a prepared code system; files tabulating cards and miscellaneous materials; does the typing and other clerical work involved in the checking and processing of tabulated material; keeps necessary records.

REQUIREMENTS:

1. Ability to read and write English with facility supplemented by training and/or experience in the operation of key punch machines, verifiers and related equipment.

2. Basic knowledge of the operations involved in using key punch machines, verifiers and related equipment; of the procedures, methods, devices and routines used in punching tabulating cards for accounting, statistical, payroll and other purposes; of the coding of data using prescribed code systems; and of the filing of tabulating cards and related materials and of the typing and clerical work incident to the checking and processing of tabulated materials.

3. Ability to analyze, comprehend and interpret routine key punching problems; to learn quickly from oral and written explanations and from demonstrations; to work harmoniously as one of a group; to punch tabulating cards correctly using key punch machine, verifiers and related equipment; to code data from which cards are to be punched using established codes; to check and file punched cards; to follow prescribed procedures, methods and routine accurately and with attention to detail; to do the simple typing and other clerical tasks relating to the checking and processing of tabulating cards and to keep necessary records.

4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

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CLERK TYPIST

DEFINITION: Under direction, performs typing primarily but also performs routine, repetitive and other non-complex clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does related work as required.

EXAMPLES OF WORK: Types a wide variety of materials from pencil copy, rough notes and detailed instructions such as correspondence, forms, memoranda, lists, reports, statements, certificates, payrolls, vouchers, purchase orders; opens, sorts, numbers, and distributes mail; addresses, stamps, and mails envelopes and other mail; sorts and files checks, cash stubs, vouchers, requisitions or other materials numerically, alphabetically or according to other predetermined classification; wraps packages for shipment by mail or express; assembles and staples materials for distribution; clips newspapers, periodicals, and printed releases and arranges clippings in suitable form as directed; fills in and checks form letters, circulars, and forms as directed; looks up needed information; maintains prepared mailing lists; gives routine information in person and over the telephone; tabulates simple numerical data; occasionally operates varied types of office machines and equipment; files papers, records, correspondence, memoranda, maps, tracings, property plans and other matter; pulls papers and folders from files as requested; answers the telephone and takes messages accurately; checks assigned reports, applications and other documents for correctness and completeness; refers errors and irregularities to superiors; sorts and counts various types of tickets and forms and checks tickets for expiration dates, endorsements and mutilations; collates and staples pages of reports, instructions and other duplicated materials; runs errands to deliver or pick up material; cuts stencils; maintains established records and files where selection and classification of data does not require difficult decisions and where procedures are routinized.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate, or any equivalency in education or experience.
2. Some knowledge of modern office methods, practices and equipment, and of performing routine, repetitive and non-complex typing work from varied types of copy.
3. Ability to understand, remember, and carry out oral and written directions.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

SENIOR CLERK TYPIST

DEFINITION: Under direction, performs responsible and varied typing and clerical work of limited complexity requiring knowledge of related functions and/or takes the lead in a very small clerical unit; does related work as required.

EXAMPLES OF WORK: Types a wide variety of materials from pencil copy, rough notes and detailed instructions; such as, correspondence, forms, memoranda, lists, reports, statements, certificates, payrolls, vouchers, purchase orders; reviews, checks and certifies reports, applications, and other documents for correctness; answers non-routine and routine inquiries of a limited complexity; when so directed, receives, reviews and adjusts complaints; assists with the training of new clerical employees; organizes assigned clerical work and develops effective work methods; assists in preparing reports; when so directed, gives suitable assignments to employees; composes replies to routine correspondence, occasionally supervises a designated phase of the clerical activity of the unit; prepares requisitions; fills in and checks form letters, circulars, and forms as directed; looks up needed information; occasionally operates varied types of office machines and equipment; refers errors and irregularities to superiors; when so directed, maintains, classifies, indexes and cross references records and files.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate or any equivalency in education and experience.
2. One year of experience in clerical work.
3. Considerable knowledge of modern office methods, practices and equipment, and of performing moderately difficult typing work.
4. Ability to comprehend established office routines and rules and regulations of a limited complexity, and to maintain suitable records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

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SENIOR CLERK STENOGRAPHER

DEFINITION: Under direction, performs responsible and varied stenographic and clerical work of limited complexity requiring knowledge of related functions and/or takes the lead in a very small clerical unit; does related work as required.

EXAMPLES OF WORK: Takes and transcribes dictation consisting of letters, memoranda and/or statements; types a wide variety of materials from pencil copy, rough notes such as correspondence, forms, memoranda, lists, reports, statements, certificates, payrolls, vouchers, purchase orders; reviews, checks and certifies reports, applications, and other documents for correctness; answers non-routine and routine inquiries of a limited complexity; assists with the training of new clerical employees; organizes assigned clerical work and develops effective work methods; assists in preparing reports; when so directed, gives suitable assignments to employees; composes replies to routine correspondence; occasionally supervises a designated phase of the clerical activity of the unit; prepares requisitions; fills in and checks form letters, circulars, and forms as directed; looks up needed information; occasionally operates varied types of office machines and equipment; refers errors and irregularities to superiors; when so directed, maintains, classifies, indexes, and cross reference records and files.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate, or any equivalency in education and experience.
2. One year of experience as a stenographer.
3. Considerable knowledge of modern office methods, practices and equipment and of performing responsible typing and stenographic tasks.
4. Ability to comprehend established office routines and rules and regulations of a limited complexity, and to maintain suitable records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

SENIOR CLERK BOOKKEEPER

DEFINITION: Under direction, performs responsible and varied bookkeeping-clerical work of limited complexity requiring knowledge of related functions and/or takes the lead in a very small account, and/or bookkeeping clerical unit; does related work as required.

EXAMPLES OF WORK: Reviews, checks and certifies reports, applications and other documents for correctness; answers non-routine inquiries of a limited complexity; when so directed, receives, reviews and adjusts complaints; assists with the training of new clerical employees; organizes assigned bookkeeping-clerical work and develops effective work methods; assists in preparing reports; when so directed, gives suitable assignments to employees; composes replies to routine correspondence; occasionally supervises a designated phase of the bookkeeping-clerical activity of the unit; prepares requisitions; occasionally operates varied types of office machines and equipment; refers errors and irregularities to superiors; makes entries in cash books, journals, and other records; posts from original entries and other material to ledgers, forms, statements, et cetera; maintains double entry set of books; balances and/or adjusts accounts; when so directed, maintains, classifies, indexes and cross references records and files.

REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by graduation from high school.
2. One year of experience in bookkeeping-clerical work.
3. Considerable knowledge of modern office methods, practices and equipment, and of performing responsible bookkeeping work.
4. Ability to comprehend established office routine and rules and regulations of a limited complexity, and to maintain suitable records and files.
5. Good health and freedom from disabling physical and mental defects.